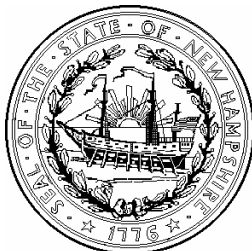


State of New Hampshire
Treasury Department

Abandoned Property Division
25 Capitol Street Room 205
Concord, New Hampshire 03301



~2004~

~ 2004~

INSTRUCTIONS
for
REPORT OF ABANDONED PROPERTY- FORM T-1

**NATURE OF ABANDONED
PROPERTY**

The New Hampshire Unclaimed and Abandoned Property Law (RSA 471-C) requires all "persons/holders" to review their records annually to determine whether they are in possession of properties which have become dormant and are presumed to be abandoned. Holders are further required to report and remit such properties to the state.

WHO MUST REPORT

ALL HOLDERS MUST REPORT: Holders of abandoned property must report and remit such property in accordance with the provisions of RSA 471-C. The report of abandoned property must be filed annually by November 1. (May 1, for insurance companies). All holders are responsible for filing on behalf of their branches, subsidiaries and affiliated entities. Holders include but are not limited to the following:

➤ **FINANCIAL INSTITUTIONS:** Any bank, bank & trust company, trust company, savings bank, private bank, savings and loan association, credit union, cooperative bank, and any issuer of traveler's checks, money orders or similar monetary obligations or commitments. Both state and federally chartered institutions are required to report.

➤ **BUSINESS ASSOCIATIONS:**
Any corporation, joint stock company, business trust, partnership, limited liability corporation, professional association, cooperative, or other association of two or more individuals for business purposes wherever located, domiciled or incorporated.

➤ **INSURANCE COMPANIES:** (Same as above)

➤ **OTHER "PERSONS":** Any individual, organization, government, political subdivision, public authority, utility, agency, estate, trust, hospital or other legal or commercial entity including non-profit corporations.

WHEN TO REPORT

ALL HOLDERS (except Insurance Companies): Shall report and remit applicable properties on or before **November 1st** of each year for all properties presumed abandoned as of the 30th day of June immediately preceding.

INSURANCE COMPANIES: Shall report and remit applicable properties on or before **May 1st** of each year for properties presumed abandoned as of the 31st day of December immediately preceding.

EARLY REPORTING: With prior written approval of the Administrator, any holder in possession of property, which will become reportable in the future may report and remit such property in advance of the required reporting date.

WHAT TO REPORT

Any debt or obligation that has gone unpaid for the statutory period after the date, on which the owner should have received it or was entitled to it, must be reported. Corporations, business associations or their agents must report and remit underlying shares of securities when the owner has failed to cash dividend checks or otherwise corresponded in writing concerning the property for five years. All such property held for the benefit of any individual, group or entity having a last known address in the state of New Hampshire must be reported.

DUE DILIGENCE

Not more than **120 days** prior to filing, all holders must send written notice to the last known address of the apparent owner of any property having a value of \$50.00 or more. This notice must inform the owner of the nature of the property and how to recover it and avoid the presumption of abandonment and possibility of escheatment to the state.

FAILURE TO REPORT

Any holder failing to comply with the provisions of RSA 471-C may be subject to penalty, interest and costs of audit/examination.

HOW TO REPORT

Report of Abandoned Property-FORM T-1:

Use this form to identify and detail individual items of unclaimed property. The report should be completed as follows and delivered with corresponding remittance by the applicable deadline.

HOLDER INFORMATION: Be sure to review all holder data and make appropriate updates or changes prior to filing.

COLUMN ENTRIES: All items of unclaimed property must be properly coded and alphabetized by last name of the apparent owner.

COLUMN (1): Enter appropriate code from schedule of New Hampshire PROPERTY TYPE CODES, Schedule T-1-A, presented herewith.

COLUMN (2): Enter the identifying number for each item (check #, account #, etc.)

COLUMN (3): Enter the full name (last name first), last known address **AND** Social Security or FEIN number for each owner.

- a) List last name, full first name and full middle name, if known. Include any and all additional information that would aid in identification, (e.g. Ms., Mr., Sr., Jr., III, Trustee, Custodian, et. al.)
 - b) Corporate titles must be entered exactly as adopted except that the word "The" should be omitted if it begins the name.
 - c) List complete address **with** Zip Code.
-

- d) If an item has two or more owners, the names and addresses for each must be reported and should include any designation of relationship (e.g. “and”, “or”, JT, JTWROS, etc.) If the owners have the same address it may be entered once beneath the names.
- e) When reporting certified checks, cashiers checks or other “official” checks, enter the name and address of the payee and the remitter specifying as to each.

COLUMN (4): The “Date of Last Transaction” is that of the last activity or communication made by the owner. The “Date Property Became Payable/Returnable” is the date a dividend became payable, the date a note became payable, the date a check or draft was issued, the date a gift certificate was purchased, etc. If payable on demand, the date the instrument was issued should be used. If the item is a savings certificate, use the initial date of maturity when determining abandonment, notwithstanding that the instrument has an automatic rollover provision.

COLUMN (5): The total amount or value due the owner is the amount of cash due the owner of each item, including all interest earned on deposits and without deduction of service charges.

COLUMN (6A) and (6B): Use column 6A to report the number of shares of securities due the owner. Use column 6B to indicate the CUSIP# and tax date applicable to the securities due the owner. Securities being reported and delivered must be re-registered to “**Old Man & Co.**”, New Hampshire’s nominee (custodial) account to be held for the benefit of the owner.

NOTE!! COMPLETE INSTRUCTIONS FOR TRANSFER AND DELIVERY OF SECURITIES ARE SET FORTH IN SCHEDULE T-1-B “Reporting and Remitting Securities” PRESENTED HEREWITH.

COLUMN (7): Enter the amount being remitted as due the owner of each item, after any allowable deductions. No service charges may be deducted from properties such as dividends or other distributions from business associations or from funds held by insurance companies or fiduciaries. **In no instance may deductions be applied to any item after June 30 of the year it became reportable.**

AGGREGATE: Individual items of less than \$50.00 may be reported in the aggregate but must be reflected in total as an item on the T-1 filing.

VERIFICATION: The report must be duly executed by an authorized individual and must be notarized.



CONTACT /INFORMATION

For additional information, forms or help with any questions you may have, please contact Treasury’s Abandoned Property Division at:

Mail: 25 Capitol Street
Room 205
Concord, NH 03301

Phone: (603) 271-2619

Fax: (603) 271-2730

E-mail: aptreasury@treasury.state.nh.us

Web: www.state.nh.us/treasury

Statute: NHRSA 471-C

Administrative Rule: Tre 300
